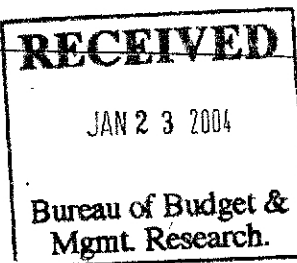




Office of the Governor of Guam

P.O. Box 2950 Hagåtña, Guam 96932
TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: governor@mail.gov.gu




Felix Perez Camacho
Governor

Kaleo Scott Moylan
Lieutenant Governor

JAN 23 2004

COS CIRCULAR NO. 2004- 0001

TO: All Department and Agency Heads
FROM: Governor's Chief of Staff 
SUBJECT: **Processing of all Local and Federal Personnel Action Requests and Travel Authorization**

Please be advised that the Governor or his designee's review and approval are still required for all personnel action requests and travel authorizations. However, the Guam State Clearinghouse shall review GG-1s or travel authorizations to assist in ensuring that all federally funded personnel action and travel authorization requests are in compliance with applicable Federal grants requirements.

The Governor is the ultimate signatory on all obligations of locally appropriated funds and federal monies or grants for the Executive Branch. Therefore in line with this responsibility, the Governor or his designee's review, approval and clearance are required for all personnel actions and travel authorizations. As such, no GG-1 or travel authorization in the Executive Branch can be processed unless approved by the Governor or his designee(s).

In compliance with powers vested in the Governor of Guam by the Organic Act of Guam, Federal rules and regulations governing federal funds and disbursements, Executive Orders 87-2, 95-1, 98-33 and Governor's Circular 2003-0015 promulgate that the Bureau of Budget and Management Research serve as the Governor's designated staff agency for clearance of all personnel actions and travel authorizations.

You are hereby advised to comply with the provisions of such Executive Orders and all circulars/directives by the Office of the Governor issued under his signature, as well as BBMR guidelines/requirements concerning the clearance of personnel action requests and travel authorizations. The Federal GG1's and Travel Authorizations are to be redesigned to denote the State Clearing House review.

Your compliance is appreciated and expected.



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Felix Perez Camacho

Governor

Kaleo Scott Moylan

Lieutenant Governor

10 OCT 2003

GOVERNOR'S CIRCULAR NO. 2003- 0050

TO: Director of Administration
Director of Bureau of Budget and Management Research

FROM: Governor Felix P. Camacho *F Camacho*

SUBJECT: Government of Guam Request for Personnel Action (GG-I)

Effective immediately, all Government of Guam Request for Personnel Action (GG-I) are to be signed by me, Governor Felix P. Camacho, or my named designee.

Thank you for your cooperation and commitment in carrying out this directive.



OFFICE OF THE GOVERNOR
GUAM

16 JUN 2003

GOVERNOR'S CIRCULAR NO. 2003-0015

TO: All Department and Agency Heads

FROM: Governor Felix P. Camacho *Felix P. Camacho*

SUBJECT: Travel Requests

Effective immediately, all requests for off-island travel shall be governed by the following procedures:

~~All off-island travel shall be subject to BBMR's approval.~~ BBMR shall inform the Governor immediately of each request for travel. All air travel taken by government employees, officers, and officials shall be at the lowest fare possible. Except for unusual circumstances, no more than one (1) traveler shall travel to attend the same event. All travel requests shall be submitted to BBMR for review at least fifteen (15) working days prior to the commencement date of travel. The travel may be approved only if the following conditions are met:

- A. The travel is paid from federal funds; or
- B. The travel will result in securing additional revenues to the territory, maintaining current funding, or achieving current or future cost-savings for government operations and programs; or
- C. The travel is essential to the conducting of pending important government business. This includes accompanying patients or inmates to off-island institutions; or
- D. The travel is required per existing contracts, public law, or rule.

All travel requests must be accompanied by a written justification for the travel based on the factors discussed above, a completed Travel Authorization Request form for the Governor's signature, a memorandum designating the person who will serve in an acting capacity during the traveler's absence for the Governor's signature, and a completed Administrative Leave Application form for the Governor's signature.

This directive shall apply to all offices, departments, institutions, boards, bureaus, commissions, councils, authorities, or committees of the Executive Branch of the government of Guam, that receive full funding from the General Fund.

Attachments

GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
TRAVEL REQUEST AND AUTHORIZATION

NOTICE: See Section 1714, Chapter 17, Part 4, Volume III of the Government of Guam Manual for instructions.

1. TO: Department of Administration	2. FROM (Name of requesting organization) GUAM ENVIRONMENTAL PROTECTION AGENCY	3. DATE OF REQUEST May 30, 2003
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The following travel is

☒ REQUESTED

☐ AUTHORIZED

4. FULL NAME (and SS#) OF TRAVELER FRED M. CASTRO, SS#586-05	6. CHARGE ACCOUNT NO.: 5101E032298PA107/220
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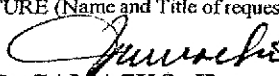
7. PLACES OF TRAVEL (If traveler is returning, so state) FROM: Guam TO: Honolulu, Hawaii and back to Guam	8. Approx. length of travel (in days): 10 Days <i>W</i> 9. Approx. Date Travel Commences: 6/19/03 <i>W</i>
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10. Describe modes of travel desired (Air, Ship, Private Automobile, etc.)
Air -

11. If dependents are authorized for travel, give names, ages, and relationships of each
N/A

2. Fully Describe Purpose of Travel (Use reverse if more space is necessary) To attend the 2003 FUDS Pacific Working Group Meeting on June 19-20. In addition, Mr. Castro will attend the Pacific Regional Workshop on Coral Reefs and Land-Based Pollution from June 23-24. Finally, Mr. Castro will attend and participate 22 nd Annual Pacific Island Environmental Conference to be held in Honolulu, Hawaii from June 5-27, 2003. Topics to be discussed include renewable energy, drinking water and wastewater management, sustainable economies, coral reefs, solid waste successes and infrastructure financing. Funding is 100% federal.	13. Enter Numbers of TR's issues N/A
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4. If Travel Advance is desired, give amount requested \$2,062.50 (Per diem only)	15. Household Effects Authorized? N/A
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5. SIGNATURE (Name and Title of requesting official)  FELIX P. CAMACHO, Honorable Governor of Guam	18. SIGNATURE (Name and Title of authorizing official) CARLOS BORDALLO, Acting Director, BBMR
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6. Estimated Cost of Travel (For use by Admin. Dept.) <table border="1"><tr><td>) Transportation of Traveler</td><td>\$1,200.76</td></tr><tr><td>) Transportation of Dependents</td><td></td></tr><tr><td>) Per Diem of Traveler <i>W</i></td><td>\$1,875.00</td></tr><tr><td>10 days x \$187.50 = \$1,875.00</td><td></td></tr><tr><td>) Transportation of Household Effects</td><td></td></tr><tr><td>Miscellaneous Allowances (Reg. Fee via D/P)</td><td>\$0.00</td></tr><tr><td>TOTAL (Estimated)</td><td>\$3,075.76 <i>W</i></td></tr><tr><td>Signature (Cost Estimator)</td><td></td></tr></table>) Transportation of Traveler	\$1,200.76) Transportation of Dependents) Per Diem of Traveler <i>W</i>	\$1,875.00	10 days x \$187.50 = \$1,875.00) Transportation of Household Effects		Miscellaneous Allowances (Reg. Fee via D/P)	\$0.00	TOTAL (Estimated)	\$3,075.76 <i>W</i>	Signature (Cost Estimator)		19. For Certification of Availability of Funds CERTIFIED FUNDS AVAILABLE:  FRED M. CASTRO, Administrator, GEPA Certifying Officer Date: 6/4/03 <i>W</i> <i>W</i>
) Transportation of Traveler	\$1,200.76																
) Transportation of Dependents																	
) Per Diem of Traveler <i>W</i>	\$1,875.00																
10 days x \$187.50 = \$1,875.00																	
) Transportation of Household Effects																	
Miscellaneous Allowances (Reg. Fee via D/P)	\$0.00																
TOTAL (Estimated)	\$3,075.76 <i>W</i>																
Signature (Cost Estimator)																	


TO TRAVELER, You are hereby authorized to perform the above described travel in accordance with the provisions of Section 1714, Chapter 17, Part 4, Volume III of the Government of Guam Manual. Necessary tickets, Transportation Requests and other documents are hereto attached. A travel advance of \$_____ is also attached.

SIGNATURE (Director of Administration)

I certify that I have received the material of Item 17.

SIGNATURE (Traveler)

GOVERNMENT OF GUAM
LEAVE APPLICATION FORM

NAME (First, Middle, Last) Christopher M. Duenas		SOCIAL SECURITY NO.: 363-86-8932	DATE OF REQUEST:
TYPE OF LEAVE REQUESTED <input type="checkbox"/> ANNUAL <input type="checkbox"/> SICK <input type="checkbox"/> LEAVE W/O PAY <input type="checkbox"/> COMP-TIME OFF <input checked="" type="checkbox"/> OTHER (SPECIFY) Administrative			
LEAVE PERIOD			
FROM: (Hour, Month, Day Year) 0800 hrs 06/10/03		TO: (Hour, Month, Day Year) 1700 hrs 06/12/03	TOTAL HOURS REQUESTED: 24
ADDRESS WHILE ON LEAVE San Francisco, CA - Regional Financial Management Training Seminar			
APPLICATION FOR PREPAYMENT OF VACATION LEAVE			
Minimum requirement is not less than ten (10) consecutive days. It is understood that if I return to duty before the expiration of my prepaid vacation, I shall reimburse the government in the amount equivalent to the unexpired portion of the prepaid leave.			
FROM: (Hour, Month, Day Year)		TO: (Hour, Month, Day Year)	TOTAL HOURS PREPAID:
SICK LEAVE CERTIFICATION			
I certify that the above person was under my professional care or quarantine during the period stated below. From a medical standpoint, his/her condition during this period was such that I considered it inadvisable for him/her to report to work.			
FROM: (Month, Day Year)		TO: (Month, Day Year)	TOTAL NO. OF DAYS:
REMARKS:			
NAME OF LICENSED PHYSICIAN/HEALTH PROFESSIONAL (TYPE OR PRINT)		SIGNATURE OF LICENSED PHYSICIAN/HEALTH PROFESSIONAL	
SIGNATURE OF EMPLOYEE: 			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
SIGNATURE OF IMMEDIATE SUPERVISOR		The Honorable Felix P. Camacho, Governor of Guam SIGNATURE OF AUTHORIZED OFFICIAL OR APPOINTING AUTHORITY	

SAMPLE

GOVERNOR'S CIRCULAR NO. 2003-____

DATE: June 9, 2003

TO: All Department and Agency Heads

FROM: Governor Felix P. Camacho

SUBJECT: **ACTING DIRECTOR FOR BUREAU OF STATISTICS
AND PLANS**

During the absence of Mr. Manny Q. Cruz, Director, Bureau of Statistics and Plans, from June 9, 2003 to June 13, 2003, I am appointing Ms. Machel Craig-Leon Guerrero as Acting Director.

Please extend your courtesy and cooperation to Ms. Craig-Leon Guerrero.